



Post title	Principal (Accounting Officer)
Salary and grade:	L30 – L33
FTE	0.6 FTE
Line manager/s:	Chair of Trust Board

Main Purpose of the Job:

Be responsible for ensuring the organisation operates effectively and to a high standard of probity. Be responsible for the financial resources under the Trust's control, assuring Parliament and the public of high standards of management of public funds.

Key duties and responsibilities

Working to the Accounting Officer Standards:

- Regularity and propriety – including securing Treasury approval for any expenditure outside of normal delegations
- Affordability and sustainability – respecting agreed budgets and avoiding unaffordable longer-term commitments, taking a proportionate view about other demands for resources
- Value for money and feasibility – ensuring that the Trust's procurement, projects, programmes and processes are systematically evaluated. To provide confidence about suitability, effectiveness, prudence, quality and good value and that they can be delivered sustainably and to the agreed time, cost and quality
- Control – responsible for approving and agreeing to all Cabinet Committee papers and project or policy initiatives
- Management of opportunity and risk to achieve the right balance commensurate with the Trust's business and risk appetite
- Ensure all activity is robustly and proportionately evaluated
- Accounting accurately for the Trust's financial position and transactions; to ensure that its published financial information is transparent and up to date; and that the Trust's efficiency in the use of resources is tracked and recorded in accordance with the Trust's funding agreement and the Academy Trust Handbook.
- Adhere to the Nolan Principles
- Have oversight of financial transactions by making sure of the following:
 - Trustees control the Trust's property and assets
 - Measures are in place to prevent losses or misuse
 - More than 1 person operates bank accounts, financial systems and records
 - Full and accurate accounting records are kept
- Take personal responsibility for assuring the Board of Trustees that the Trust complies with the

Other Duties including Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people. The highest priority must be given to following the guidance and approaches to safeguard children and follow all safeguarding procedures outlined by the Trust.

Person Specification

		Essential	Desirable
Qualifications	Educated to degree level or equivalent experience.	•	
Experience	Previous experience of working in a similar senior leadership role	•	
	Successful record of creating positive working relationships with stakeholders from all layers of an organisation.	•	
	Experience of drafting reports & plans for stakeholders	•	
	Thinks creatively and imaginatively to solve problems and identify opportunities.	•	
	Attention to detail combined with the ability to think laterally and problem solve, pre-empting and dealing with situations to prevent any adverse issues for the Trust.	•	
Thinking Ability	Able to demonstrate having planned appropriately for future success.	•	
	Able to work in a pressurised environment.	•	
	Effective communicator, with influencing and negotiating skills.	•	
	Results and quality focused individual.	•	
	Analytical and problem-solving skills, using a flexible pragmatic approach.	•	
Personal Effectiveness	Ability to adapt to and manage change.	•	
	High ethical standards with the ability to engage effectively with all staff across the Trust.	•	
	Enthusiastic and self-motivated with the ability to transmit appropriate messages to appropriate audiences.	•	
	Able to be resilient and robust whilst showing compassion in dealing with issues and is calm under pressure.	•	
	Ability to work to specified and often demanding timescales.	•	

		Essential	Desirable
	Able to work flexibly, including any service specific hours.	•	
Interpersonal Relationships	Able to build and maintain key relationships with stakeholders such as Directors.	•	
	Demonstrate a firm commitment and desire to see the Trust flourish and expand in a sustainable manner.	•	
	Positive attitude towards learning and development of self and others through continuing professional development.	•	
General	Able to travel to various locations within a reasonable timescale.	•	
	Willingness to undertake any other associated duties as directed by the line manager.	•	